

MEMORANDUM FOR:

W/ORD

A COUPLE OF ORD MAG ITEMS.

(OUR TRAINING OFFICER) IS CONTINUALLY URGING SECRETARIES TO ATTEND SHORTHAND CLASSES. THE "HOW TO DICTATE" ~~FOR A SECRETARY~~ HAS NOT BEEN PUSHED HERE.

THOUGHT THIS MIGHT BE RELEVANT TO YOUR TALK WITH MAG THIS WEEK

Date

7 Apr 80

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MEMORANDUM FOR:

I have attached the course description on the ART OF DICTATION given by the Office of Personnel Management. It is longer in length and higher in cost. (4 consecutive half day sessions at \$200) It seems to cover the skill more thoroughly. I have not had any feedback on either course so I am not able to tell you how good they are. Yet short or long I think this course would help many of the ORD personnel - especially the younger people who are entering on duty and have not been called on to dictate before. (Some of the older ones could use it too!)

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*STATE GIVES A 3 HOUR COURSE FOR \$15.  
VARIOUS ADULT EDUCATION COURSES COVER SOME 2/60*

*Date 4 April 1980*

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MEMORANDUM FOR:

I have added the cost of each shorthand course at the State Department to the attachment.

I think that this should be noted - if a secretary has the basic skills and has once taken shorthand at 80 words a minute - if she wishes to brush up on her skills - there is a Shorthand Refresher Course run by the Agency. It is however at Headquarters and it is scheduled Mondays & Wednesdays or Tuesday & Thursdays after hours. There is no cost. The next running will start 8 September and 9 September and run through 12 and 13 November 1980. Art has not mentioned this.

The courses at the State Department are to educate beginners in the basics and get them up to taking 80 - 100 words a minute in shorthand.

*DEPT OF AGRIC & OPM (was CIVIL SVC Comm)  
HAVE courses that cost about \$150 but are shorter  
and less effective.  
Date 4 April 1980  
VARIABLE UNIT EDUCATIONAL CLASSES ARE*

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